

Suffolk County Board of Ethics  
Suffolk County, New York

Minutes of Meeting Held on  
January 16, 2013  
Office of the Board of Ethics  
335 Yaphank Avenue, Yaphank, New York 11980

Meeting: Board members present: Robin Long, Richard Halverson, Thomas Isles, Heather Palmore and Linda Spahr. Staff present: Samantha Segal, Executive Director and Darlene Kurrass, taking minutes.

Roll Call: The meeting was called to order at 5:00 p.m. by Chair, Robin Long. A roll call was conducted and a quorum was present.

Adoption of Agenda: At 5:00 p.m. a motion was made by Richard Halverson, seconded by Linda Spahr, to adopt the agenda. Upon a vote being taken the motion was approved. (5-0-0)

Adoption of Minutes: At 5:00 p.m. a motion was made by Thomas Isles, seconded by Robin Long to adopt the minutes of the December 19, 2012 meeting. Upon a vote being taken the motion was approved. (3-0-2) Heather Palmore and Linda Spahr abstained.

At 5:00 p.m. a motion was made by Linda Spahr, seconded by Thomas Isles to adopt the minutes of the January 11, 2013 meeting. Upon a vote being taken the motion was approved. (4-0-1) Heather Palmore abstained.

Chair Report: Robin Long, Chair, recalled the meetings she, Thomas Isles, and Samantha Segal had with all the Board's appointing authorities, and agencies and organizations that the Board will be working with to enforce their laws, at which they introduced Samantha Segal as the Board's Executive Director. She also discussed the success of the Board's planning session held on January 11, 2013.

Executive Director Report: Samantha Segal, Executive Director, stated that the meetings with the Board's appointing authorities, and agencies and organizations, were welcomed, had open dialogues and each seemed interested to hear about the Board and their accomplishments. She also discussed the need to implement procedures so the Board can move forward internally and gave a brief list of outstanding office matters.

Public Session: No members of the public were present and no written testimony was submitted. Robin Long closed the public session at 5:21 p.m.

Proposed Legislative change to the Financial Disclosure Statement: The Board reviewed the drafted non-substantive changes made to the Financial Disclosure Statement which will aid in making the statement more user friendly, ensure compliance and in the future allow an easy transfer to electronic format. A Local Law to adopt the changes will be drafted by Legislative Counsel and introduced in time for the new forms to be used this year.

Resolutions: The Board reviewed proposed Resolution, Delegation of Authority to the Executive Director, Samantha Segal. A motion was made by Linda Spahr and seconded by Richard Halverson to

adopt the resolution as amended. Upon a vote being taken motion was approved and adopted as Resolution No. 1 – 2013. (5-0-0)

The Board reviewed proposed Resolution, Suffolk County Board of Ethics Complaint Procedure and Form. (Tabled)

Record Retention: The Board discussed the time designation for retention of records. Staff will continue research.

Mission Statement: The Board reviewed the proposed Mission Statement. A motion was made by Heather Palmore, seconded by Linda Spahr to adopt the following abbreviated Mission Statement:

“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through **Training, Transparency, and Trust,**”

and the following Full Mission Statement:

“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through training, transparency, and trust. In order to accomplish the Mission, the Suffolk County Board of Ethics shall maintain confidentiality, adhere to its own Code of Ethics, engage in outreach and training of public officials and employees, and recommend new laws to advance the Mission of ethical compliance.”

Upon a vote being taken motion was approved and adopted as Resolution No. 2 – 2013. (5-0-0)

Executive Session: At 6:37 p.m. a motion was made by Richard Halverson, seconded by Linda Spahr to go into Executive Session to discuss confidential matters pertaining to a complaint and an inquiry. Upon a vote being taken motion was approved. (5-0-0)

During Executive Session a decision was made on Complaint No. C-001-2013 and Miscellaneous Inquiry No. M-001-2013.

At 6:52 p.m. a motion was made by Richard Halverson, seconded by Linda Spahr to come out of Executive Session. Upon a vote being taken motion was approved. (5-0-0)

New Business: Heather Palmore requested that future meetings of the Board commence later than 5:00 p.m. After discussion, a motion was made by Linda Spahr, seconded by Robin Long to accept a start time of 6:00 p.m. unless there is reasonable cause to convene at a different time. Upon a vote being taken motion was approved. (4-1-0) Heather Palmore opposed.

Heather Palmore left the meeting.

The Board discussed the Executive Director Press Release and news; papers, radio and broadcasters it should be sent to.

The next meeting of the Board will be held on January 30, 2013 at 6:00 pm.

There being no further business, a motion was made by Thomas Isles, seconded by Linda Spahr to adjourn the meeting. Upon a vote being taken the motion was approved. (4-0-0) (7:26 p.m.)